



ELLIS ISLAND IMMIGRATION MUSEUM

Statue of Liberty National Monument

AFTER HOURS SPECIAL USE POLICY

- (1) The Superintendent of the Statue of Liberty National Monument and Ellis Island will review all applications for after hours use of Ellis Island to ensure it meets all criteria pertaining to park operations, resource preservation and maintenance.
- (2) The Superintendent based on anticipated visitation levels, staffing needs and the anticipated impact on the resource, will determine the number and frequency of special evening events scheduled at Ellis Island.
- (3) Maximum number of guests for a reception is 1000; for seated dinner service the maximum number is 750.
- (4) Dining services are permitted in the Great Hall, outside areas and other locations that may be approved and authorized by the Superintendent and identified in the Special Use Permit.
- (5) In the Baggage Room and Railroad Ticket Office Exhibit area butlered hors d'oeuvres and beverage service is permitted. No food or beverage will be permitted in any area other than those identified in the Special Use Permit.
- (6) Museum exhibits will be available for touring. The two movie theaters showing the film "Island of Hope, Island of Tears" can be scheduled. Park staff will be located throughout the Museum to answer questions, provide directions and assist as needed.
- (7) Decorations, entertainment and theme should be in keeping with this symbol of American's immigrant heritage and the architectural elements of this Museum.
- (8) Events will start no earlier than one hour after the closing of the island to the public. Guest departure from the island will be no later than 11:30 P.M.
- (9) Permittee will reimburse the National Park Service for all costs incurred by the Government relating to the special event. These costs include complete custodial services, normal utility needs and sufficient park staffing to ensure proper care of the facility, visitor safety, permit compliance and site interpretation. This cost will be identified in the Special Use Permit issued for your evening event and is payable as indicated in that permit.

- (10) Permittee may be required to post a bond or cash deposit of \$50,000 or higher depending on the nature and scope of the event. Release of the funds will be subject to the Superintendent's determination that the area is left in the same condition at the event's completion as it was before the event.
- (11) The permittee agrees to save and hold harmless the United States of America, its agents and employees, from any and all claims, damages, suits at law or equity, of whatever kind or nature, for damages to or loss of property, or injury or death to persons resulting directly or indirectly from, or attributable to the negligence of permittee or its employees in connection with activities authorized by the permit. The permittee must furnish a properly executed certificate containing the above *Hold Harmless agreement*, in advance of the special event.
- (12) The permittee must procure public and employee liability insurance from a responsible United States-based company with a minimum limitation of \$1 million per person for any one claim and an aggregate limitation of \$3 million for any number of claims arising from any one incident. The United States of America shall be included as additional named insured on all such policies. All policies shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles thereunder and such insurance policies shall be obtained by, be for the account of, and be at the insurer's sole risk. Proof of this liability coverage shall be in the form of a certificate, policy rider or binder and include the policy number, period of coverage, and a statement naming the United States of America as an additional named insured.
- (13) The permittee shall procure travel to and from Ellis Island with Circle Line Statue of Liberty Ferry, Inc. the contact person is Ms. Jennifer Harris 212-809-0808 Ext. 228. This is the only authorized provider of ferry service providing access to Ellis Island.
- (14) The permittee shall arrange for all other services, through ARAMARK Sports and Entertainment, Inc. the contact person is Ms. Patty Golden at 212-344-0996 Ext. 29. This company is the only authorized provider of catering services at Ellis Island.
- (15) No advertising, signs, flags, banners, etc., are permitted in the Main Building. Identification of the permittee organization such as logo is restricted to the immediate podium area. No decorations of any sort may be attached to walls, doors, ceiling, or other architectural elements.
- (16) Press releases, invitations, etc., relating to the event must be reviewed and approved by the Superintendent prior to release.
- (17) Any request by the permittee contrary to this policy must be requested in writing and submitted to this office for approved by the Superintendent.
- (18) All vendors of service that are necessary in support of an event will be required to secure a Special Use Permit from the National Park Service. The permit when issued will authorize the use of space at Ellis Island if needed and the authority to perform the service on government lands. Please work with Aramark when planning your event and support needs, they will be able to provide you a list of vendors already authorized to work at Ellis Island

If you have any questions, are interested in identifying available dates or need any other assistance please contact:

Mike Conklin
Chief of Concessions/Events Coordinator
Statue of Liberty National Monument and
the Ellis Island Immigration Museum
New York, NY 10004, Phone:212-363-3206 ext.106, Fax: 212-363-8347